


RECEIVED

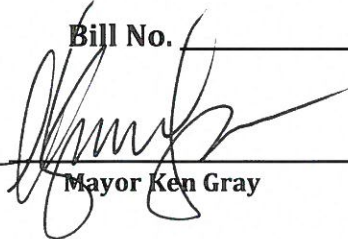
14 MAY -5 AM 9:12

**CITY OF AMESBURY
IN THE YEAR TWO THOUSAND FOURTEEN**

AMESBURY CITY CLERK

Sponsored By:

Council President
Joseph McMilleon

Bill No.


Mayor Ken Gray


Councilor
Anne Ferguson

An Order to request the City Council vote to dissolve the Committee known as the Energy Task Force, established in October of 2008, and create in its place the Amesbury Energy Committee, hereafter known as the AEC, in the form and manner described by the document titled, "Amesbury Energy Committee By-Laws May 5, 2014" and further the Council is hereby requested to appoint, in the manner outlined in the AEC By-Laws, members of the City Council, and those prior members of the Energy Task Force who wish to continue serving with the AEC.

Summary: The Councilors sponsoring this order, as original sponsors of the Energy Task Force, understand that the original mission of the temporary Task Force was to gain the Green Community status for the City. The mission has been accomplished and the City now requires a more permanent and expanded role for the crucial mission of energy management and conservation. Therefore the sponsoring Councilors wish to dissolve the existing temporary Task Force and create a permanent Energy Committee, appointed by the Mayor who as a co-sponsor supports the new Energy Committee. The attached by-laws have been developed to outline the AEC membership, purpose, policy development, and mission.

Be it Ordained by the City Council of the City of Amesbury assembled and by the authority of the same name as follows: The City Council hereby votes to dissolve the committee known as the Energy Task Force and establish the Amesbury Energy Committee in the form and manner as outlined by the document "Amesbury Energy Committee By-Laws" dated May 5th, 2014, which is attached hereto and incorporated herein by reference, and further, as a separate and subsequent action, the Council is hereby requested to appoint for a term of three years, those prior members of the Energy Task Force as listed below, who wish to serve on the AEC, and by its own subsequent action the Council shall nominate and appoint two members from Council for one year terms, as described by the Amesbury Energy Committee By-Laws.

Considered for Appointment are the following:

Michael Browne - Technical Member
Jon Camp - Technical Member
Christian R. Scorzoni - School Committee Member

May 5, 2014

Amesbury

City Council



Joseph W. McMilleon - President
District 5
City Hall, Office of the City Clerk
62 Friend Street
Amesbury, Ma. 01913

(978) 388-8143
Fax: (978) 388-8150
councilormcmilleon@amesburyma.gov

May 5, 2014

Mayor Ken Gray
City Hall
City of Amesbury
62 Friend Street
Amesbury Massachusetts 01913

Dear Mayor Gray,

The Energy Task Force, established by the City Council in 2008, is a group of dedicated individuals who represent the foundation of the City's energy programs. The Task Force was originally established with the strategic intent of achieving a Green Communities status. Now that the City has achieved that status members of the Energy Task Force are meeting to develop the parameters of a new more permanent Energy Committee. In this regard we have been working with the Deputy Director of Community and Economic Development to establish the by-laws of the Energy Committee, and the program for next year's grant application. The attached by-laws represent an initial draft of the committee structure and appointment process. Once established the committee will develop more detailed Goals and Objectives.

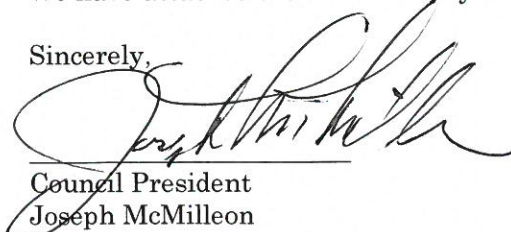
Toward achieving the above transition we intend to request from the City Council the dissolution of the Energy Task Force. As original sponsors of the Task Force we are requesting the creation of an Energy Committee appointed by the Mayor and confirmed by the City Council as outlined in the attached by-laws. We are willing to co-sign an Order to facilitate this transition from the Task Force to a more permanent Energy Committee status.

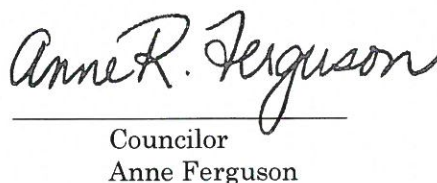
In reference to initial membership of the Energy Committee, the current Task Force members represent talented individuals who continue to expend a considerable effort toward initiating the energy programs. It is for this reason we are requesting that your office consider appointing those members of the Task Force who wish to continue onto the Energy Committee.

The Green Communities program represents an opportunity to change the way we think about, and use energy. The appointment of a permanent Energy Committee can serve as the foundation for that program. The Energy Committee can move us from energy program initiation to energy savings implementation.

We have attached the Order and Bylaws referenced above to facilitate the requested action.

Sincerely,


Council President
Joseph McMilleon


Councilor
Anne Ferguson

RECEIVED
14 MAY -5 AM 9:12
AMESBURY CITY CLERK



Amesbury

Mayor C. Kenneth Gray
City Hall, 62 Friend Street
Amesbury, MA 01913-2884

(978) 388-8121
Fax: (978) 388-6727
mayor@amesburyma.gov

May 5th, 2014

Joseph W. McMilleon
Council President – District 5
City Clerk - City Hall
62 Friend Street
City of Amesbury, Mass 01913

Dear Council President McMilleon;

I am encouraged by the correspondence regarding the establishment of an Energy Committee. As much as possible I want to make sure that policy direction has the input from talented and committed residents such as those on the Energy Task Force.

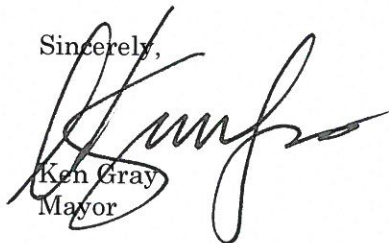
It is for this reason I recommend for appointment to the new Energy Committee, subsequent to its adoption, the following individuals from the Energy Task Force:

- Michael Browne - Technical Member – 2 Woodlawn Street
- Jon Camp - Technical Member – 21 Collins Street
- Christian R. Scorzoni - School Committee Representative - 4 Cabot Court

The members shall serve three year terms in the positions indicated next to their name. I will submit the formal appointment paperwork at your second reading of the Energy Committee Order.

As always, I look forward to an informed process where we work in unison to reach the best outcome possible.

Sincerely,



Ken Gray
Mayor

Enc: Letter Deputy Director
Commercial Fashion Center Zoning

Amesbury Energy Committee ByLaws

A. PURPOSE:

Authority: These By-Laws describe the duties and methods of operation of the Amesbury Energy Committee, hereafter referred to as AEC. The AEC is hereby established to work with the Office of the Mayor as an appointed committee with the intent to provide recommendations to the Mayor as an implementation centric committee that will focus issues on Green Communities objectives and programs, and further to create implementation strategy recommendations for the City of Amesbury within the context of the AEC Mission as cited herein and as amended by the AEC.. These bylaws do not limit the actions of the Office of the Mayor in exercising authority over the AEC. Pursuant to the establishment of AEC the committee shall be comprised of membership as follows: one member of the City Council representing the Building and Properties Committee, one member of the City Council representing the Finance Committee, three individuals with technical experience in energy/climate technologies or analysis, one member representing the School Committee, and one member representing a person with building construction or management experience. The AEC shall be empowered to appoint no more than two alternates for at least a one year term. Alternates shall attend meetings and shall serve as members only when a regular member is absent from the meeting and an alternate is required for a quorum.

The appointments for the above members shall be for three years terms. However to provide a staggered appointment schedule the first year shall have two members with a one year appointment, two members with a two years appointment, and three members with a three year appointment. After the first year the appointments shall occur pursuant to the applicable expiration of terms. The appointments shall be made by the Mayor and confirmed by the City Council.

B. ORGANIZATION:

1. Responsibilities of Members:

All members shall make every effort to attend each scheduled meeting. Members of the AEC have authority only when acting as an AEC legally in session. The AEC shall not be bound by any action or statement of any individual AEC member except when such statement or action is pursuant to instructions from the AEC.

2. Officers:

- (a) Election - A Chairman, Vice-Chairman and Secretary shall be elected at the first regularly scheduled meeting of each year. Election shall be by a majority vote of those present.

Vacancies in membership created during the year shall be filled by the Board of Selectmen pursuant to municipal ordinances and policies. Vacancies for Alternate members shall be filled by the AEC committee.

- (b) Duties - The Chairman shall preside at all meetings of the AEC and perform all duties required.

In the absence of the Chairman, the Vice-Chairman shall preside and assume all duties and responsibilities of the Chair.

The Secretary shall preside in the absence of the Chairman and Vice-Chairman. The Secretary is the custodian of the official minutes and shall sign them as revised and approved and shall forward them to the Board of Selectmen.

3. Committees:

The Chairman may delegate members of the AEC to investigate matters pertinent to the mission of AEC, to serve on committees, and to perform other duties.

C. OPERATION:

The AEC process is intended to be focused and within the constraints of the proposed scheduling and direction. Every effort by the AEC members and staff shall be made to prepare for meetings to maintain the schedule and program for the production of a high quality recommendations to the benefit of the City of Amesbury. Extraneous dialogue, discussions, reports, which raise matters that are not within a reasonable interpretation of the relevant topics, and jurisdiction of AEC, shall be considered as not meeting the intent of a focused and productive process.

1. Meetings:

- (a) Organizational Meetings - An organizational meeting to elect officers shall be held in June of each year. The AEC may adopt the previous policies and procedures, subject to amendment as provided in these by-laws. The AEC shall establish a schedule for meetings.
- (b) Program Meetings – The AEC shall develop formalized sequential meeting agendas for the entire year toward meeting regular goals and objectives. Business shall generally be conducted in accordance with the order of the approved agenda's.
- (c) Workshop Meetings – This is a meeting that is less formalized and generally conducted for the purpose of providing AEC members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth. These meetings may be conducted offsite as site visits.

- (d) **Non-Public Meetings** – A non-public meeting would be held for the purpose of City legal issues in accordance with applicable laws.
- (e) **Special Meetings** – This type of meeting can be called by the Chairman in accordance with applicable laws, upon demand of three (3) members of the AEC; or at the request of the Mayor through the Chair. The Chairman shall notify each member in accordance with applicable laws.
- (f) **Sub-Committee Meetings** - Meetings shall be called by the Chairman of the AEC committee under the rules governing special meetings.

2. Schedule of Meetings:

The schedule shall be published after the first organizational meeting for the entire year. Each meeting shall be posted in accordance with applicable laws. The posting of such schedule shall not limit the ability of the AEC to post and hold additional meetings, amend and post meeting dates, or cancel meetings. The annual AEC schedule is a general guide created to ensure the orderly annual production of a three year Energy Improvements Program.

3. Reports of Committees:

Written/Oral reports from committees received by the AEC shall be filed with and distributed with the minutes of the AEC.

4. Review of Reports, Projects, Submittals:

The AEC shall review reports, projects, submittals and other relevant materials in the course of developing recommendations for the Office of the Mayor and City Council as applicable. Such review shall be in accordance with applicable criteria and policies as contained herein and as may be amended.

D. RULES OF ORDER:

1. Quorum - A quorum shall consist of four (4) members of the AEC.

2. Annual Agenda - As the AEC is established to produce a document, the agendas represent a sequential series of meetings toward the completion of the final document. Such agendas may be amended from time to time to address the unique aspects of any given grant, budget or annual production cycle.

- (a) Persons, including AEC members, wishing to place an item on the agenda must notify the Office of Community and Economic Development two weeks prior to the meeting date. If the person is going to make a presentation s/he must provide a copy of all presentation material and documentation to be included in each AEC "packet" to be delivered prior to the scheduled meeting.

- (b) The agendas will occur with specific tasks and anticipated outcomes within the parameters of the attached examples.
- (b) Adjournment - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

3. Role of the Chairman:

The Chairman's duties are as follows:

- To open the session at the time at which the AEC is to meet by calling the members to order; to announce the business before the AEC in the order in which it is to be acted upon;
- to recognize members entitled to the floor;
- to state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote;
- to assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if he thinks it advisable;
- to manage the members when engaged in debate within the rules or order;
- to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two (2) members) unless he prefers to submit the question for the decision of the Board;
- to inform the AEC on a point of order or practice pertinent to pending business;
- to authenticate by his signature, when necessary, all acts, orders and proceedings as directed by vote of the AEC.

The Chairman shall vote as a member of the AEC.

Discussions which are not addressing the business before the AEC, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The chairman shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

4. Conduct of Meetings:

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters Roberts Rules of Order shall serve as a guideline with a vote of the AEC being the final deciding authority.

5. Recording of Votes:

Votes shall be by a show of hands or by a roll call. The vote of each member present shall be recorded. No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.

6. Requests for Information:

Should it become apparent to the Chairman or an individual AEC member, in the interim between meetings, that additional information relative to a specific item may be needed for AEC use at the next regularly scheduled meeting, a request for this information shall be submitted to the Office of Community and Economic Development before the agenda is set. Any information provided to any individual AEC member shall be provided to all other members of the AEC.

E. EMPLOYEES:

1. Duties:

The Recording Clerk or Secretary shall be the Recording Officer of the AEC and an official copy of the records are to be filed in the Office of Community and Economic Development Office and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the Recording Clerk to keep a roll of members and to call the roll when required. The Recording Clerk shall record the essentials called "the minutes" of the proceedings as follows:

- (a) The kind of meeting - regular, special, work session, or recessed.
- (b) Time of meeting and place of meeting
- (c) The presence/absence of AEC members
- (d) Whether the minutes of the previous meeting were approved or amended.
- (e) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- (f) The hour of adjournment.

The Recording Clerk shall record the essentials of the proceedings, the name of the member who introduced a main motion or amendment and the name of the second, and should enter the number and names of votes on each side.

In addition to the strict record of what is done, the public minutes should contain the list of speakers on each side of every question with an abstract of all relevant points.

Reports of committees should be printed exactly as submitted. The minutes should show what action was taken by the AEC in regard to them.

F. AMENDMENT PROCEDURE:

An amendment to these By-Laws may be moved at one AEC meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Mayor's Office, and the office of the City Clerk for inclusion in the City Records.

G. AEC MISSION

The mission of the Amesbury Energy Committee is to assist Amesbury residents, businesses, and City government in reducing energy consumption and costs through conservation, increased energy efficiency, and conversion to renewable energy sources. The committee will assist the City, elected officials, and staff in planning and carrying out projects to advance these goals and will serve as a resource to the City on energy-related issues. The AEC provides recommendations to the Office of the Mayor toward furthering the above mission.

The Committee prepares a multiyear action plan to achieve the City's sustainable energy goals and revises it as needed. The Committee works with municipal departments, businesses, institutions, and civic and volunteer organizations to initiate and carry out actions to achieve these goals and coordinates municipal activities with initiatives of these other organizations.

To achieve these goals, the AEC will become the energy hub for the City, by providing the following:

- Education about the benefits of energy efficiency and renewable energy
- Guidance and technical assistance through the energy management process
- Facilitation of informed decisions and actions
- Collaboration through shared best practices among departments
- Local support from regional Green Communities programs
- Opportunities to seek funding for energy improvements

Amesbury Energy Committee Bylaws

Amesbury Massachusetts

Accepted at a Regular meeting June ____ 2014

Certified:

Bonnijo Kitchen, City Clerk

Date